



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CHILD CARE WORKER II	23	E	5.174
CHILD CARE WORKER I	21	E	5.175

SERIES CONCEPT

Child Care Workers assist in preschool programs that are designed for care of children and for stimulation of their social, emotional, academic and physical development; and perform related work as required.

Incumbents assist children to learn proper group behavior by encouraging such things as listening, following directions, and taking turns.

Incumbents encourage the self worth and self esteem of individual children by supporting each child's abilities and uniqueness.

Incumbents help children to develop good speech habits by always speaking clearly and carefully to them, using the correct names of objects, by letting children recount personal experiences and by listening attentively to their stories and comments.

Incumbents teach and/or lead children in the use of equipment and in physical activities to aid in the development the children's muscular and motor skills both gross and fine. This includes developmentally appropriate activities such as crawling, walking, climbing, balancing, game playing, cutting, pasting, painting, block building, buttoning, zipping and shoe lace tying.

Incumbents assist in the development of reading readiness skills by encouraging developmentally appropriate skills such as naming objects left to right, drawing lines, curves and circles, reading to children, identifying colors, shapes, and forms, learning finger plays, poems and songs and recognizing own name in printed form.

Incumbents assist in the cognitive development of children by providing experiences with numbers, size and spacial concepts such as big, small, many, few, in front of, behind, inside, outside, etc.

Incumbents assist in the development of emotional well-being of children by creating a climate of love and concern for individual children and by providing acceptable alternatives to unacceptable behavior.

Incumbents teach children to sing songs, to play rhythm, to distinguish between different rhythms, to play musical games and to participate in rhythmic movement exercises in order to help the children learn to express themselves creatively. To further help the children learn to express themselves, the incumbents provide a variety of art media such as finger paint, clay, poster paint, printing materials, collage materials, etc.

Incumbents communicate with parents and staff about child's daily activities. Incumbents develop a positive working relationship, working as part of a team with other staff in order to provide an effective, caring environment.

Incumbents participate in special activities for special events and holidays and field trips if appropriate for age group.

SERIES CONCEPT (cont.)

Incumbents provide necessary child care such as administering first aid; diapering/toileting; feeding or preparing snacks; directing good health practices such as handwashing and brushing teeth; and assisting with naps. Incumbents provide information into children's records.

CLASS CONCEPTS

CHILD CARE WORKER II

Under general supervision, performs the full range of duties in the series concept at the journey level. Additionally, Child Care Worker II's participate in the development of programs and curriculum and may provide leadworker supervision over students and other personnel.

Incumbents develop programs and curriculum by working with supervising teachers and writing curriculum in areas such as: manipulative activities, creative activities (art, sensory, etc.), large motor activities and group activities.

This class is distinguished from the Child Care Worker I level by the participation in program curriculum development and by greater involvement and interaction with children and parents.

CHILD CARE WORKER I

Under immediate supervision, performs many of the duties in the series concept as an assistant to Child Care Worker II's and other supervisory personnel.

MINIMUM QUALIFICATIONS

CHILD CARE WORKER II

EDUCATION AND EXPERIENCE:

I

One year of experience as a Child Care Worker I; OR

II

Graduation from high school and two years of experience working with small children in a preschool setting.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Ability to apply developmental psychology/child development theory to classroom practices. Ability to use planning and organizational skills. Ability to be innovative and to acquire fresh ideas. Ability to create stimulating ideas and designs according to themes.

MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of child development as applied to curriculum planning.

Ability to develop themes for lesson planning. Ability to create and implement art activities. Ability to stimulate and sustain interest of children and provide a learning environment.

In addition, all other knowledge skills and abilities required at the lower level in this series.

CHILD CARE WORKER I

EDUCATION AND/OR EXPERIENCE:

I

Graduation from high school and one year of experience working with small children in a preschool setting.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Knowledge of the day care center's rules and regulations for children and parents. Knowledge of nutrition.

Ability to work under stress with frequent interruptions and distractions. Ability to administer CPR, safe first-aid and provide a sanitary environment.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of developmental psychology or child development. Knowledge of cooperative play. Knowledge of direct and indirect child guidance techniques. Knowledge of first aid and safety.

Ability to observe child's behavior and record and file. Ability to establish and maintain a good working relationship with parents and co-workers. Ability to encourage children to develop social skills. Ability to speak clearly and carefully as applied to teaching good verbal skills. Ability to play and teach games as applied to facilitating the physical skill and growth of children. Ability to read clearly as applied to telling stories. Ability to provide love and concern for each child as applied to assisting in their emotional development. Ability to sing and play pre-school instruments as applied to teaching songs and rhythm instruments. Ability to provide appropriate games, manipulatives, equipment, and books for particular age groups. Ability to talk to children in a way that builds their self esteem. Ability to be flexible. Ability to encourage each child to reach his/her full potential.

MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (cont.)

Ability to communicate sufficiently to provide information and use appropriate judgment when making decisions or consulting with supervisor. Ability to lift children weighing 40 lbs. Ability to add, subtract and multiply. Ability to write in order to make notes on children's records, take dictation from children and write notes to parents.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>5.174</u>	<u>5.175</u>
ESTABLISHED:	10/17/86	10/17/86
REVISED:	7/1/91P	7/1/91P
	7/6/90PC	7/6/90PC